



Embassy of the United States of America

Guatemala City, Guatemala

December 19, 2012

VACANCY ANNOUNCEMENT

OPEN TO: All Interested Candidates

POSITION: ICE/ERO Investigator
FSN-10 / FP-5

OPENING DATE: January 08, 2013

CLOSING DATE: January 22, 2013

WORK HOURS: Full-time (40 hours per week)

SALARY: *Ordinarily Resident (OR): Position Grade FSN-10
Q230,914 p.a. - FSN-10

*Not-Ordinarily Resident (NOR): Position Grade: FP-5
\$50,943 USD p.a. - FP-5

NOTE: ALL NOT ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. PLEASE REFER TO THE DEFINITIONS SECTION AT THE END OF THIS ANNOUNCEMENT.

The U.S. Embassy in Guatemala is seeking an individual for the position of **Investigator** at the Department of Homeland Security/ Enforcement and Removal Operations (DHS/ERO).

BASIC FUNCTION OF THE POSITION:

Under the supervision of the ICE Assistant Attaché, the incumbent will be required to perform daily administrative operations to include mid-level liaison activities with host government officials, and the coordination of repatriation activities on behalf of ICE. The FSN-10 position will function as the daily removal operations facilitator, providing ICE with expert advice and guidance on matters pertaining to removal policies and protocol within the organization. The incumbent will assist the ICE Assistant Attaché with all matters pertaining to highly sensitive fugitive criminal alien deportations, to include providing investigative support, contact with mid-level Guatemalan INTERPOL, Immigration, and Foreign Ministry Officials, as well as coordination with U.S. Government officials in order to affect these removals. The incumbent will ensure the proper execution of the removal process, analyzes data and information, reviews documents, and recommends changes to policies and procedures. He/She will ensure that all required processes and notifications are properly completed and submitted in a timely manner, and that they are accurate and error free. The incumbent will devote an excess of 80% of work time promoting the deportation of criminal and non-criminal aliens, to include investigative support, record keeping and filing, assistance in all ICE removal related travel arrangements relating to the Guatemalan AOR, receiving and processing Country Clearance requests and other legal documentation as required, and ensuring that the ICE office complies with all required legal and administrative policies and processes. The incumbent will provide daily liaison activities with U.S. Embassy staff and ensure that proper communications are

maintained, and will perform criminal investigative duties as they relate to the arrest and deportation of criminal aliens. The incumbent will be required to work irregular hours (including weekends and holidays) and outdoors under arduous weather conditions.

A copy of the complete position description, which lists other duties, responsibilities and qualifications which will also be considered during the hiring/interview process is available in the Human Resources Office. Tel: 2326-4319, 2326-4578, 2326-4335.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

1. A minimum of five years of college education relating to Guatemalan Law is required.
2. Incumbent must have at least five years of work experience in law enforcement with significant expertise with Guatemalan institutions that relate to law enforcement activities as well as justice and law enforcement reform.
3. Level IV (fluent knowledge) speaking/reading English is required. Level IV (fluent knowledge) speaking/reading (Spanish) is required. Candidates will take proficiency tests.
4. Incumbent must have thorough knowledge of current political affairs as they pertain to U.S. deportations into Guatemala, as well as a thorough knowledge of the host government political environment as it affects the deportation process and the ability to provide the ICE Assistant Attaché with advice and insight concerning political changes within the host government.
5. Incumbent must have working knowledge of Guatemalan law.
6. Incumbent must be able to drive a vehicle and must possess a valid local driver's license.

7. SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain a **LOCAL** security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Cover letter requesting to participate in the selection process (include name of position and number of vacancy announcement).

2. Universal Application for Employment (DS-174 form); please download form from the Job Opportunities section in the Embassy's website <http://guatemala.usembassy.gov>
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); or
4. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
5. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
6. Any other documentation (e.g., copy of Guatemalan DPI, driving license, certificates, awards, letters of recommendation) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

Attention: Licda. Ana S. Paredes

American Embassy Guatemala

7a. Calle "A" 7-01 zona 10

Email address:

or GuatemalaRecruitment@state.gov

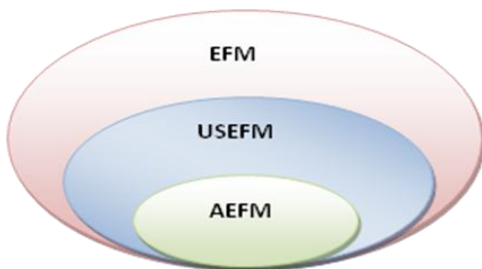
CLOSING DATE FOR THIS POSITION: JANUARY 22, 2013

The U.S. Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A -DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal

guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,

- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP)

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- a. Position Title
- b. Position Grade
- c. Vacancy Announcement Number (if known)
- d. Dates Available for Work
- e. First, Middle, & Last Names as well as any other names used
- f. Current Address, Day, Evening, and Cell phone numbers
- g. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- h. U.S. Social Security Number and/or Identification Number
- i. Eligibility to work in the country (*Yes or No*)
- j. Special Accommodations the Mission needs to provide (*Yes or No; if yes provide explanation*)
- k. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- l. Days available to work
- m. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- n. U.S. Eligible Family Member and Veterans Hiring Preference
- o. Education
- p. License, Skills, Training, Membership, & Recognition
- q. Language Skills
- r. Work Experience
- s. References